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TO: (Name, office symbol, room number,
(Post))

Initials

Date

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

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The attached are [redacted]
points that need to be
addressed now; not six
months down the road.
Particular attention to para
B and E.

Should be a priority item.
DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

OPTIONAL FORM 41 (Rev. 7-76)

To: Director of Logistics
Director of Finance
Office of the Inspector General, Audit Staff

Subject: BARS/CLAS SYSTEM OBJECTIVES

1. The BARS/CLAS Project Team consider it essential that several BARS/CLAS system objectives be validated by the Office of Finance and the Office of Logistics. The verification will ensure that the BARS/CLAS effort has a clear interpretation of our objectives and goals.

2. The BARS/CLAS project will proceed towards system implementation by 1 October 1988 with the following functional objectives:

a. PRA/MPA will be eliminated within BARS/CLAS project. A direct funding approach will be implemented. ✓ *See to Comptroller, Finance will conform*

b. There is a need to provide automation in the process of recording commitments/obligations. Specifically, for example, it is envisioned that the B&F fund certification for a new requisition could be automatically granted where available funds exist; the request would be suspended when fund thresholds are reached or exceeded. ✓

c. Before submitting a request, authorized customers will ensure that any approvals required from a coordinating or cognizant office have been obtained and that the requisition is for official purposes and otherwise proper. Any approvals required prior to submitting will be retained by the customer for audit purposes.

d. The Office of Logistics will not monitor cognizant office approval as indicated in Note.

e. Requests for material from stock may have to be submitted separately from requests for material to be purchased. Authorized customers (i.e. EUR/LOG, NE/LOG) would electronically submit requests for purchased items directly to Procurement Division. Requests for items from stock would be automatically issued from inventory. Requests for purchased and stocked material would not be subject to the present review of the Supply Management Branch. It is anticipated that these procedural changes will be made viable with the research and identification tools provided by the system.

f. g. The project team will be directed towards a streamlined paperless environment consistent with audit requirements..

3. Your approval is requested to proceed towards implementation with the above objectives incorporated into the BARS/CLAS systems objective document..